

Workshop

Health and Safety for Beginners

Date: Thursday 13 May 2010
 Cost: £95 + VAT @ 17.5%
 Venue: Wright Hassall, Olympus Avenue, Leamington Spa



Speaker: Tina Cook, HR Consultant, Wright Hassall

The session will provide you with basic Health and Safety requirements within your organisation. The workshop is specifically designed for employees who are new to Health and Safety or have a responsibility for Health and Safety issues within their workplace or department.

It is recommended that you also attend the "Risk Assessment in the Workplace" workshop in June.

Programme

Registration: 9.30am - 10.00am
 Workshop: 10.00am - 12.30pm

Topics to be covered:

- The Health and Safety at Work Act 1974
- Health and Safety Policy
- Responsibilities:
 - The Company
 - Managers
 - Employees
- The 10 key actions required by law
- 10 Questions and Answers for everyone
- Myths

Questions and Lunch: 12.30pm



Attend any four fee-paying employment events during 2010 and get the fifth one free. You are not required to book all 5 events at the same time.

Please note: Places are on a first come, first served basis so please book early. To reserve your place detach and return your completed form to: Caroline Venuto, Wright Hassall LLP, Olympus Avenue, Leamington Spa, Warwickshire, CV34 6BF or fax to 01926 885588. Alternatively, book online at www.wrighthassall.co.uk. Confirmation of booking and directions will be sent prior to the event. Payment must be made in advance of the event. No invoice will be issued, please use this form as your invoice. **VAT No: 272573055**

Cancellations: For a full refund notification should be made by email, fax or telephone 48 hours or more before the event. We regret that for cancellations received less than 48 hours before the event, or in the event of non-attendance NO refund can be given.

Health and Safety for Beginners - Booking Form Thursday 13 May 2010

Please tick relevant boxes and complete details

- Please reserve my place
- Please remove me from your mailing list

PAYMENT

- CHEQUE**
I enclose a cheque for £111.63 (£95 + VAT) made payable to Wright Hassall LLP
- BACS**
Sort code - 30-94-93 Account No - 00340912
- CREDIT/DEBIT CARD**
Contact us on 01926 880733 to pay by this method

Please quote 053888.00005 on any payments made or correspondence regarding payments.

VAT No: 272573055

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YOUR DETAILS

Company

Address

Name(1).....

Job Title.....

*Email.....

Name (2).....

Job Title

*Email

*Emergency tel/mobile no.....

* This is a compulsory field